

PROJECT DESCRIPTION FORM for COMMUNITY ORGANIZATIONS

INSTRUCTIONS

To request an Intern, you must complete this form, attach your project, and either fax a copy to the Environmental Careers Organization (ECO) on 617-426-8159, or send it by email to lcavano@eco.org.

Community Organization Name: _____

Location: _____

Description of Type of Work: _____

Contact Person: _____

Phone/Fax/Email: _____

Project Advisor: _____

(This person will verify time and attendance)

Phone/Fax/Email _____

Number of people in your Organization: _____

Description of Project (no more than 1-2 paragraphs)

Project should focus on the following: 1. Specific Tasks 2. Expected Results 3. Benefit to the Intern. (Please attach your project description on your organization's letterhead)

If you know of a student interested in participating in this year's Summer Community Organization Intern Program, please forward a resume to Liz Cavano at ECO, Attn: Community Intern Program, 179 South Street, 5th Floor, Boston, MA 02111 or email resume to lcavano@eco.org.

All Project Forms Must Be Received By January 31st